

**TOWN OF SOUTHAMPTON**

116 HAMPTON ROAD
SOUTHAMPTON, NEW YORK 11968

DEPARTMENT OF
LAND MANAGEMENT – PLANNING

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APPLICATION FOR PUBLIC ACCESS TO RECORDS

PLEASE TYPE OR PRINT CLEARLY

Records are available for inspection during regular business hours of 8:30 am – 4:00 pm

SECTION 1 - TO BE COMPLETED BY APPLICANT**I HEREBY APPLY TO REVIEW OR COPY THE RECORD(S) DESCRIBED BELOW:**

1. NAME OF APPLICANT:		5. TELEPHONE NUMBER:	
2. NAME OF BUSINESS FIRM:		6. STREET ADDRESS:	
3. NAME OF CLIENT REPRESENTED:		7. CITY:	8. STATE:
4. SIGNATURE OF APPLICANT:		9. ZIP CODE:	
		10. DATE OF APPLICATION:	

FILE NAME and NUMBER:

DESCRIPTION OF RECORD(S) SOUGHT TO INSPECT. Please describe the record(s) sought in as specific detail as possible (if applicable, please include dates, tax map number, file title, and any other information that will help locate the record desired). If you fail to do so, your request may be denied. The Freedom of Information Law is designed to provide access to records, not information. It is not a vehicle to question government officials or employees.

By signing this application, the applicant agrees that the record(s) requested shall not be utilized in any matter tending to constitute an unwarranted invasion of personal privacy. It is further agreed to indemnify and hold the Town of Southampton harmless from any claim arising from any such unauthorized use of the record(s) requested. It is understood that all files are the property of the TOWN OF SOUTHAMPTON. By signing, applicant acknowledges that he/she has been informed that he/she may inspect the file in this Department only and that applicant shall not remove or tamper with the file or its contents. Applicant further understands that removing or tampering with the file or any of its contents is a criminal violation and agrees to comply with the foregoing conduct.

If I desire copies of these records sought I hereby agree to pay the statutory fee (Cost of reproduction/\$.25 per page)
Documents to be copied? ☐ Yes ☐ No

SECTION 2 - TO BE COMPLETED BY AGENCY FREEDOM OF INFORMATION OFFICER

Receipt of this request is hereby acknowledged. You will receive a response as quickly as possible. Please allow twenty (20) business days for processing before contacting this office.

PLEASE NOTE: FOIL requires that an agency respond to the original request within five (5) business days.
THERE IS NO SPECIFIC TIME LIMIT TO PRODUCE THE DOCUMENTS.

11. INFORMATION OFFICER:	12. TITLE:	13. DATE:
14. SENT TO TOWN ATTORNEY:	15. DATE:	

SECTION 3 – NOTICE TO APPLICANT

You have a right to appeal a denial of this application in writing within thirty (30) days of the denial. The designated person to hear appeals within the department shall respond to you in writing within ten (10) business days of receipt of your appeal.

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TO THE APPLICANT

RECORDS PROVIDED:		
... The reproduction costs for the records requested is \$ _____		
RECORDS NOT AVAILABLE:		
... Records cannot be found after diligent search.		
... Records not possessed or maintained by this Agency.		
RECORDS DENIED:		
I hereby certify that access to the records, or part of the records, requested has been denied to the applicant for the reasons checked below:		
<ul style="list-style-type: none"> ... Exempt by state or federal statute. ... Unwarranted invasion of personal privacy. ... Would impair present or imminent contract awards or collective bargaining negotiations. ... Are trade secrets. ... Are inter-agency or intra-agency materials that are not statistical or factual tabulations or data, instruction to staff that affect the public, final agency policy or determinations, or external audits, including but not limited to audits performed by the comptroller and the federal government. ... The request does not reasonably describe the record(s) requested. 	<ul style="list-style-type: none"> ... Would endanger the life or safety of any person. <p>Are compiled for law enforcement purposes and which if disclosed would:</p> <ul style="list-style-type: none"> ... interfere with law enforcement investigations or judicial proceedings. ... deprive a person of the right to a fair trial or impartial adjudication. ... identify a confidential source or disclose confidential information relating to a criminal investigation. ... reveal criminal investigative techniques or procedures except routine techniques and procedures. ... Are computer access codes. 	
ACCESS OFFICER'S SIGNATURE:	TITLE:	DATE: